LSTM Data Management Plan: Guidance Template

Nb* Please use template provided by funding body where applicable.   This guide is intended as a generic starting point and should always be tailored to the requirements of the specific funder.

Description of data	1. Type of study, type of data (qualitative / quantitative), format of data, scale / volume 2. Analysis of gaps between currently available, and required, data 3. Relationship to other data available in public repositories 4. Value of data to other researchers
Data collection / management Granting external access / restrictions / storage & security	1. Methodology and standards of (meta)data collection and generation 2. Likely data repositories for datasets 3. Anticipated limits / exclusions to data sharing, including copyright, IP, consent, confidentiality, anonymisation 4. Explain how these limits will be managed 5. Data sharing and access: who has access, governance of access, regulation of users 6. Quality assurance and security measures 7. Strategy for permanently archived webpages 8. Preservation of datasets to ensure long-term value 9. Strategy to make books / chapters available for open access 10. Strategy to make video, audio, image outputs openly available 11. Other strategies for maximising availability of outputs not mentioned above 12. Devices and security – will storing data electronically restrict their future use – relevance of technology etc.
Timeline	1. Timeline of dates / milestones when materials will be made open access
Resources	1. Who is responsible for maximising open access opportunities 2. Who is responsible for metadata creation 3. Who is responsible for depositing metadata / materials in open access repositories 4. Who is responsible for data security 5. Who is responsible for quality assurance 6. Existing approach to open access, including open access policy 7. Describe computer software 8. Total cost requested from funder for open access 9. How was this cost calculated 10. Other resources / support needed to deliver DM Plan 11. Relevant institutional, departmental or study polices on data sharing / security 12. Open access policy for journals likely to be used for peer review publications